



POLICY STATEMENT

Subject: Education Reimbursement	Issued: 08/97	Policy Section: HR
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The State of Missouri recognizes the need for and supports education reimbursement for its employees for improving the quality of services to the state, improving employee performance and for contributing to an atmosphere of continuing growth and development. To assist employees in this endeavor, the State of Missouri has established an education reimbursement policy for the department's use. This policy allows employees to obtain reimbursement for a percentage of tuition fees associated with successful completion of undergraduate and graduate courses. The Department of Economic Development has adopted this policy in order to encourage employees to continue their education and career development. Approval of all education reimbursement requests is dependent on availability of funding.

Employee Eligibility Criteria

In order to be eligible to receive education reimbursement you must:

1. Be employed by the department in a position that is deemed to be of a continuing nature.
2. Successfully complete your initial probationary period before the approved course begins.

Course/Degree Applicability

Graduate and undergraduate courses must be either job related or be a part of a degree program that can be specifically supported with a career advancement opportunity within the Department. All courses (correspondence, distance learning, Internet, classroom) must be taken with colleges, universities, or institutions that are accredited by nationally recognized accrediting agencies. Documentation of a college, university, or program's accreditation may be required.

Procedures for Receiving Education Reimbursement

1. Complete "Request for Tuition Reimbursement" form located on the department's Intranet site. If course information is not finalized, estimate dates and cost of course in order to submit form prior to start date. Please resubmit form once course information is final.
2. Obtain required signatures on your "Request for Tuition Reimbursement" form from your supervisor, the department's HR Manager, and your Division Director **prior to enrollment.**
3. Submit approved form as outlined in the distribution description as indicated on the form.
4. Arrange class schedules that will not conflict with approved work hours. Employees may not use Administrative Leave with pay to participate in any part of their course work.



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5. In order to be reimbursed for course once completed you must submit a copy of a paid receipt for tuition, evidence of your satisfactory completion of course work and a copy of the original written approval to your Fiscal Section for reimbursement. Additional documentation may be required.
6. You must contact Human Resources and your Fiscal Section if course(s) are not completed.

Conditions of Education Reimbursement

1. Undergraduate course completed with a grade of "A" will be reimbursed 100%, a grade of "B" will be reimbursed 75% and a grade of "C" or "Pass" will be reimbursed 50% of the tuition fees paid or the maximum allowed tuition reimbursement rate, whichever is less.
2. Graduate course completed with a grade of "A" will be reimbursed 100%, a grade of "B" or "Pass" will be reimbursed at 75% of the tuition fees paid, or the maximum allowed reimbursement rate, whichever is less.
3. College preparatory course completed successfully in order to advance to a college level course will be reimbursed at 50% of the tuition fees paid or the maximum allowed tuition reimbursement rate, whichever is less.

Additional Criteria

1. You must notify your Fiscal Section of scholarships, grants, or other financial aid, which reduces the amount of tuition, and such amounts will be subtracted before reimbursement is calculated.
2. Reimbursement is limited to tuition only.
3. A maximum of 15 credit hours will be reimbursable during a fiscal year. Regardless of the type of course, accelerated versus traditional, the Department will strictly adhere to the policy of a maximum of 15 credit hours during a fiscal year.
4. The maximum reimbursement rate is limited to the highest prevailing per credit hour tuition rate charged by a Missouri state college or university. As this rate is subject to fluctuation, a current tuition/fee schedule by school is developed each year and is available at <http://www.dhe.mo.gov/compfeeschedulepub4>. Additional information about these rates can be obtained from the department's Human Resources office, your Human Resources representatives or the Coordinating Board for Higher Education.
5. Once approval has been received, you must contact Human Resources as soon as possible if course will not be completed for any reason.